



DEPARTMENT OF HOMELAND SECURITY
UNITED STATES SECRET SERVICE
WASHINGTON, D.C. 20223

Freedom of Information Act & Privacy Act Program
Communications Center
245 Murray Lane, SW, Building T-5
Washington, D.C. 20223

Date: March 25, 2019

MuckRock News
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Somerville, MA 02144-2516
Attn: Beryl Lipton
70825-68443607@requests.muckrock.com

File Number: 20190564

Dear Requester:

This letter is intended to acknowledge the receipt of your recent Freedom of Information Act (FOIA) request, received by the United States Secret Service (Secret Service) on March 25, 2019, for the following materials related to the funding, staffing, and activities of this FOIA office:

1. Budget Materials
 - a. For the years 2017, 2018, and 2019, all budget materials or plans applicable to offices responsible for processing and response to FOIA requests and appeals submitted to this Bureau and its offices.
2. Staffing Orders/Reports/Contacts
 - a. For the years 2017 and 2018, staffing reports and plans, including the count of employee numbers and for offices responsible for processing and responses to FOIA requests and appeals submitted to this Bureau and its offices.
 - i. If this report is available in a form that includes the total number of hours worked for FOIA personnel, that version would be preferred.
 - ii. If reports are available for each month, that version is preferred.
 - b. All staffing reports and plans for the year 2019
 - i. If reports are available for each month, such a version is preferred.
 - c. contact information, including email addresses and phone numbers (if available), for each FOIA officer currently tasked with an open public records request
3. FOIA Requester Categories
 - a. For the years 2017 and 2018, the designated category of each requester of a FOIA request to this office, including those assigned to the following categories:
 - i. Commercial;
 - ii. Educational and noncommercial scientific institutions;
 - iii. Representative of news media requester;

- iv. All other requesters
 - v. If this information is kept in an aggregate form including the number of requesters by fee category by year, a copy of this report will suffice to fulfill this element of the request.
4. FOIA Fee Waivers
- a. For the years 2017 and 2018, the number of fee waivers granted by this office and, if available, the tracking numbers for the FOIA requests to which waivers were granted
5. FOIA Fee Collection
- a. For the years 2017 and 2018, any report capturing the following information:
 - i. Total estimated processing and copy fees quoted to FOIA requesters
 - ii. Total processing and copy fees collected by this Bureau from each fee category
 - iii. If this information is kept in an aggregate form, such as a FOIA log, that material would be sufficient to satisfy the bullet points “FOIA requester categories” and “FOIA fee collection” if it captures the following information:
 - 1. FOIA tracking number
 - 2. Requester fee category
 - 3. Amount processing and copy fees associated with the request
 - 4. The status of the requester’s payment for the request.

Please be advised, your request for a fee waiver will be held in abeyance pending the quantification of responsive records. The FOIA regulations, Title 6 C.F.R., Chapter I, Part 5 § 5.11(k)(2)(3), set forth six factors to examine when determining whether the applicable legal standard for a fee waiver has been met. We will consider these factors in our evaluation of your request for a fee waiver:

- 1) Whether the subject of the requested records concerns “the operations or activities of the government;”
- 2) Whether the disclosure is “likely to contribute” to an understanding of government operations or activities;
- 3) Whether disclosure of the requested information will contribute to the understanding of the public at large, as opposed to the individual understanding of the requestor or a narrow segment of interested persons;
- 4) Whether the contribution of public understanding of government operations or activities will be “significant;”
- 5) Whether the requester has a commercial interest that would be furthered by the requested disclosure; and
- 6) Whether the magnitude of any identified commercial interest to the requestor is sufficiently large in comparison with the public interest in disclosure, that disclosure is primarily in the commercial interest of the requestor.

If any responsive records are located, we will consider these factors in our evaluation of your request for a fee waiver. In the event that your fee waiver is denied, we shall charge you for the records in accordance with FOIA regulations as they apply to “media” requesters. The first 100

pages of duplication are free of charge. As a “media” requester, you will be charged .10 cents a page for the duplication of each additional page.

Furthermore, the submission of your request is viewed as an agreement, by you, to pay duplication costs up to \$25.00. A search for files responsive to your request is being conducted. The appropriate components of the Secret Service are being queried for responsive documents. If any responsive records are located, they will be reviewed for a disclosure determination. You will be contacted before any additional fees are accrued.

Due to the increasing number of FOIA requests received by this office, we may encounter some delay in processing your request. As your request seeks documents that will require a thorough and wide-ranging search, the Secret Service will invoke a 10-day extension for your request pursuant to 6 C.F.R., Part 5 § 5.5(c). If you would like to narrow the scope of your request, please contact our office. We will make every effort to comply with your request in a timely manner. Additionally, per Section 5.5(a) of the FOIA regulations, 6 C.F.R, Chapter I, Part 5, Secret Service processes FOIA requests according to their order of receipt.

Your request has been assigned FOIA File No. 20190564. We solicit your cooperation and assure you that the search will be conducted as expeditiously as possible. To check the status of your FOIA request, please contact this office at (202) 406-6370.

Please use the file number indicated above in all future correspondence with this office.

Thank you,

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